

## How to Contact Us

City Hall business hours  
[www.torrmnet.com/city/calendar/calendar.htm](http://www.torrmnet.com/city/calendar/calendar.htm)

7:30 am – 5:30 pm Mon-Fri  
Alternating with a closed Friday every other week

### By Phone:

#### Building & Safety:

Plan Check (310) 618-5910  
Inspections (310) 618-5901

#### Interdepartmental Routing:

Fire Prevention (310) 618-2973  
Planning (310) 618-5990  
Engineering (310) 618-5898  
Grading (310) 618-5910  
Environmental (310) 618-5929

**By Fax:** (310) 618-5922

**By Mail:** City of Torrance  
Attn: Building & Safety Dept.  
3031 Torrance Blvd.  
Torrance CA 90503

**By E-Mail:** [building@torrmnet.com](mailto:building@torrmnet.com)

## CITY OF TORRANCE BUILDING & SAFETY DEPARTMENT



[www.torrmnet.com](http://www.torrmnet.com)

## Online Instruction Guide Series

### *How to Check the Status of a Permit*

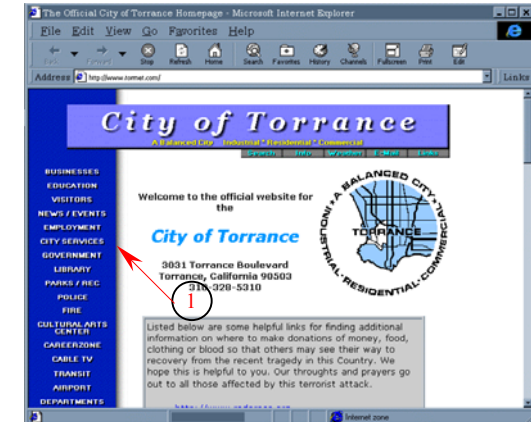
- Date plans were submitted
- Most current status of a permit
- Was a permit issued and when

**Additional Instruction Guides:**  
*How to Apply for a Permit Online*

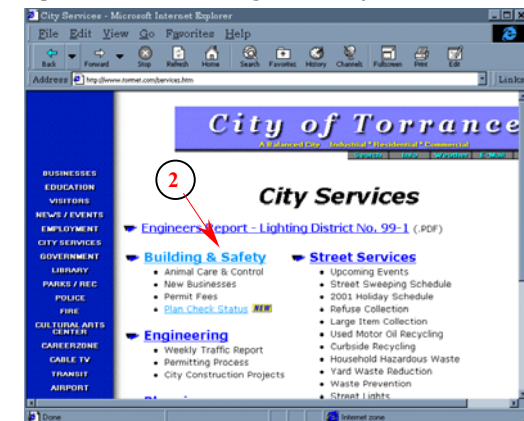
Coming Soon:  
*How to Request an Inspection Online*

## Check Permit Status

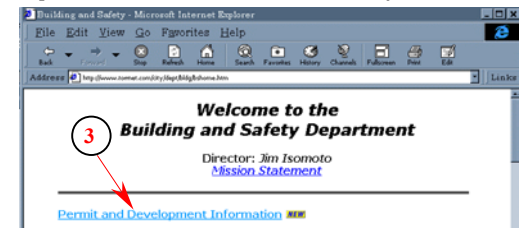
### 1) Click on City Services



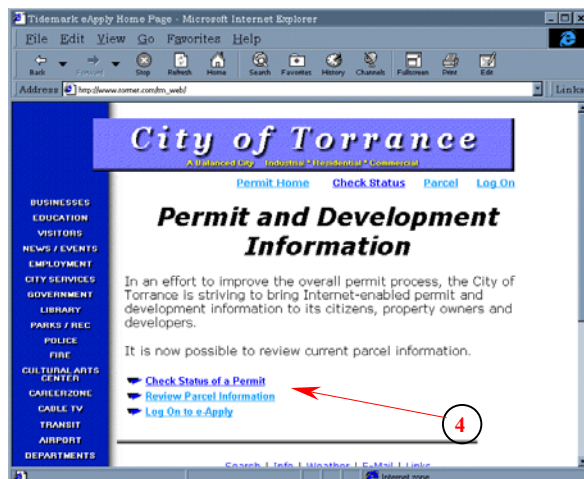
### 2) Click on Building & Safety



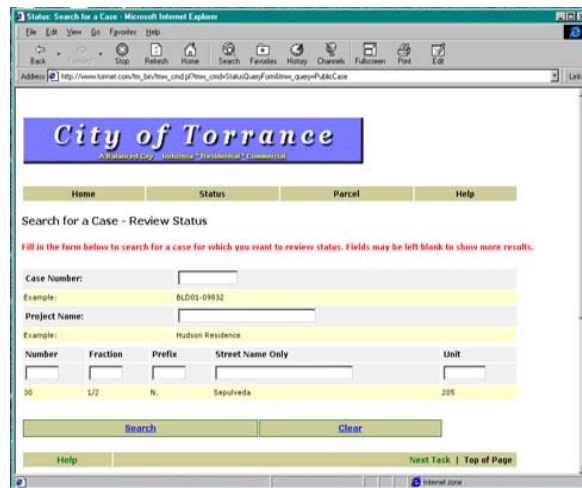
### 3) Click on Permit and Development Info



#### 4) Click on Check Status of a Permit



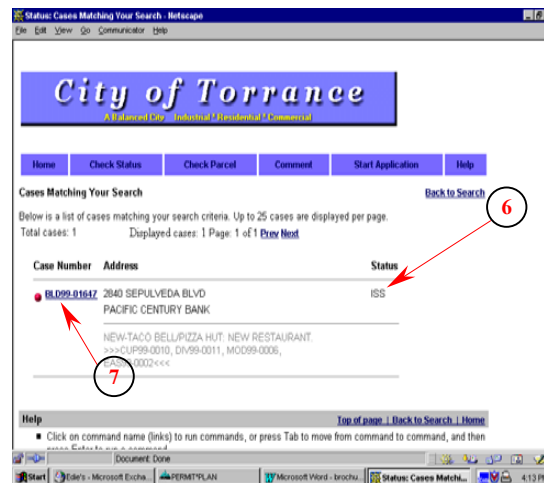
#### 5) If you search by case number, enter the full number, i.e. BLD01-00808. Don't omit any leading 0's after the dash. Click on SEARCH.



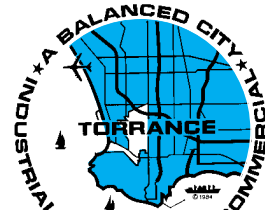
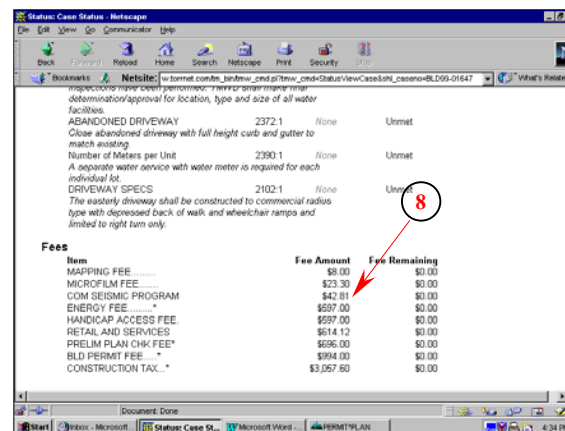
#### 6) Status and Description of Case / Permit

REC/PND	Application received, permit not issued.
ISS	Permit has been issued, but is not final.
FNL	Permit has been finalized.
WTH	Plan check was cancelled or withdrawn.
EXP	Plan check expired.
CNC	Permit was cancelled.

#### 7) Click on case number / permit number to get more information. Scroll down to view activities, fees and conditions.



#### 8) View paid fees and amounts remaining.



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Bookmark it!

## Permit Activities

Steps along the way and what they mean

### APPLICATION RECEIVED

Assigned to:

Done by: ABC

Status:

Date: 5/12/00

(Application was received on 5/12/00 by ABC.)

### INTERDEPARTMENTAL ROUTE SHEET

Assigned to:

Done by: DEF

Status: Done

Req/Sent 8/30/99

Sch/Due: 8/30/99

Date: 5/02/00

(Routing was requested on 8/30/99 and the routing was completed on 5/02/00. Third date must be filled in for the activity to be complete.)

### PLAN CHECK STATUS

Assigned to:

Done by: GHI

Status: Corr

Req/Sent 8/30/99

Sch/Due: 8/30/99

Date: 5/02/00

(Plans were submitted for plan check on 8/30/99; had corrections. Plan check was completed on 5/02/00. Third date must be filled in for the activity to be complete and cleared for issuance.)

### ISSUE PERMIT

Assigned to:

Done by: JKL

Status: Done

Date: 5/02/00

(Permit was issued on 5/02/00 by JKL.)

### FINAL PERMIT

Assigned to:

Done by: MNO

Status: Done

Date: 6/22/00

(Permit was finalized by MNO on 6/22/00.)